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IHSA 82-006

1 February 1982

MEMORANDUM FOR: Members of Agency Software Standards Committee

FROM: [   ]   STAT
                  Chairman

SUBJECT: Minutes of January 29 Meeting

1. Introduction

There were two agenda items: (1) A discussion of future activities and (2) Review of the second draft of the Development/Acquisition Policy Manual.

2. Future Activities

It was proposed, and accepted by the Committee, that [   ] will   STAT
proceed to write Standards for the 12 documents identified in the Policy Manual. The effort will focus on format and content rather than underlying methodologies. Preliminary outlines for the documents were distributed.

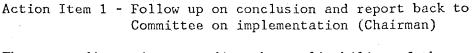3. Review of Development/Acquisition Policy Manual

The review was not completed and is to resume at Section 3.3.3 at the next meeting. Highlights of the discussion and action items are presented:

a) There was considerable discussion concerning the Management
   Review Policy (Section 1.3). Some felt the Policy should
   be modified; specific suggestions were to exclude certain
   systems and to raise the cost thresholds for classification.
   Others questioned the basic intent of the Policy. It was
   pointed out that the EXCOM had approved the Policy and that
   any changes would have to be processed through appropriate
   channels. The Committee concluded that policy of this
   nature is best published in a different forum and only
   referenced in the System Development/Acquisition Policy
   Manual.

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Action Item 1 - Follow up on conclusion and report back to
Committee on implementation (Chairman)

b) There was discussion regarding the applicability of the
Policy Manual, and indeed, whether the Manual presents
policy which shall be adhered to, or, presents guidance
which may be adhered to at the discretion of
the developers. Applicability to small systems, hardware,
prototypes, and R&D systems was questioned.

Action Item 2 - Review _____ proposal for application   STAT
to small system (all Committee reps);
develop alternatives suitable to their
organizations (ODP and DO reps).

Action Item 3 - Review general statement of applicability
(Chairman)

Action Item 4 - Review for applicability to hardware
development - identify missing documents
_____   STAT

c) Other action items:

Action Item 5 - Review Waiver Policy (Chairman)

Action Item 6 - Determine if conversion is adequately
covered _____   STAT

Action Item 7 - Review need for Operational Concept Document
_____   STAT

Action Item 8 - Review removing some of the "how to" and
document content definition material, e.g.,
3.3.2 and 3.3.3 _____   STAT

4. Next Meeting

February 12, 1:30 - 4:30, Conference Room 2E-62

Agenda: (1) Action Items
         (2) Continue review of Policy Manual

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